



DEPARTMENT OF LICENSING
MASTER LICENSE SERVICE
PO BOX 9048
OLYMPIA WA 98507-9048
(360) 664-1400

UBI

Owner Name

Master Application Addendum for CITY BUSINESS LICENSES

SIDE A: FOR A BUSINESS LOCATION INSIDE CITY LIMITS
SUBMIT THIS FORM ONLY WITH A MASTER APPLICATION FORM

Instructions:

- Determine the cities where you will conduct business.
- Review the cities listed below to determine if the city licenses you need are available using this form.
- Complete Side **A** to obtain city license where your business is located (if not already licensed there).
- Complete Side **B** of this form to apply with other cities to which you will travel to conduct business.
- In Section 2 of the **Master Application**, write the license name(s) and fee(s) for the city you select below and on the back of this form.

Please Note:

- You must apply for business licensure directly with cities not listed on this form. (*Contact the Master License Service regarding City of Richland.*)
- City licenses must be approved by the city before business may begin. City **Land Use, Building** and **Fire** codes and ordinances may be applicable. Contact each city directly for information.

A Complete this section for a city license where your business is located inside city limits.

1. Please indicate the city where your business is **physically located** (select only **one**):

☐ **Bellevue** (30) \$25

☐ **Sammamish** (500) \$15

☐ **Tumwater** (510) \$50

*The city selected above must match the location address noted on the accompanying Master Application form. If you do not have a location in the city but need a license, use the **back** of this form.*

Complete a separate Master Application and City Addendum form for each physical business location.

2. First date of business in the city selected: _____
3. Have you ever held a business license in the city you selected above? ☐ Yes ☐ No
If yes, note the city license number of your previous business (if known): _____
4. Will you use or store any hazardous or flammable materials at this location? ☐ Yes ☐ No
5. Are you conducting the business from your residence? ☐ Yes ☐ No
Some cities have special home occupation regulations, please contact the city for more information.
6. Square feet of floor space utilized by your business at this location: _____
7. Give the name and phone number of two after-hours Emergency Contact persons for this business location:
Name: _____ Phone Number (_____) _____ - _____
Name: _____ Phone Number (_____) _____ - _____
8. Are you applying as a nonprofit organization? ☐ Yes ☐ No
If yes, attach a copy of your IRS nonprofit certificate issued under section 501(c) of the IRS code.
9. Are you a general or specialty construction contractor? ☐ Yes ☐ No
If yes, provide the Dept. of Labor & Industries registration number (if known): _____
10. Mark any of the following activities that will be conducted at or from this business location:
- | | | |
|---|--|---|
| <input type="checkbox"/> Sexually Oriented Business | <input type="checkbox"/> Charging Admission | <input type="checkbox"/> Amusement Devices / Arcades |
| <input type="checkbox"/> Adult Entertainment | <input type="checkbox"/> Taxi or For Hire Service / Dispatch | <input type="checkbox"/> Ambulance Service / Dispatch |
| <input type="checkbox"/> Gambling | <input type="checkbox"/> Utility (telephone/cellular/ISP, cable, gas, electric, garbage) | |

The Department of Licensing has a policy of providing equal access to its services. If you need special accommodation, please call (360) 664-1400 or TTY (360) 664-8885.



DEPARTMENT OF LICENSING
MASTER LICENSE SERVICE
PO BOX 9048
OLYMPIA WA 98507-9048
(360) 664-1400

UBI

Owner Name

Master Application Addendum for CITY BUSINESS LICENSES

SIDE B: FOR A BUSINESS LOCATED OUTSIDE CITY LIMITS
SUBMIT THIS FORM ONLY WITH A MASTER APPLICATION FORM

Please Note:

- Read the instructions on Side A of the form before completing this page.
- Select cities from the list below to which you will travel to conduct business. *(Use the other side of this form to apply for the city license for the city in which your business is physically located.)*
- You must apply for business licensure directly with cities not listed on this form. (Contact the Master License Service regarding City of Richland.)

B Complete this section for city licenses with no physical location inside the city limits.

1. My business is not physically located in the cities selected below, but requires those city licenses to operate there.

In Section 2 of the Master Application, write the name of each city you selected and the corresponding fee amount.

☐ **Bellevue** (30) **\$25**

First date of business in Bellevue: _____

Previous city license # (if known): _____

☐ **Tumwater** (510) **\$50**

First date of business in Tumwater: _____

Previous city license # (if known): _____

☐ **Sammamish** (500) **\$15**

First date of business in Sammamish: _____

Previous city license # (if known): _____

Please answer the following general questions regarding your business:

2. Are you applying for your business as a nonprofit organization? ☐ Yes ☐ No

If yes, attach a copy of your IRS nonprofit certificate issued under section 501(c) of the IRS code.

3. Are you a general or specialty construction contractor? ☐ Yes ☐ No

If yes, provide the Dept. of Labor & Industries registration number (if known): _____

4. Do you provide utility service (telephone/cellular/ISP, cable, gas, electric, garbage)? ☐ Yes ☐ No

City Contact:

City of Bellevue (425) 452-6851

City of Sammamish (425) 898-0660

City of Tumwater (360) 754-4136